

Planning Services, Adur & Worthing Councils

Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1HS

Tel : 01903 221065
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Application for Listed Building Consent for alterations, extension or demolition of a listed building

Planning (Listed Buildings and Conservation Areas Act) 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	
Suffix	
Property Name	1 Ace House, Flat 5
Address Line 1	Bridge Road
Address Line 2	Gaisford
Address Line 3	West Sussex
Town/city	Worthing
Postcode	BN14 7BU

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
514680	103447

Description

Full address: Flat 5, Ace House, 1 Bridge Road, Worthing, West Sussex, BN14 7BU

Applicant Details

Name/Company

Title

Miss

First name

Rowanne

Surname

Davies

Company Name

Address

Address line 1

140 Royal George Road

Address line 2

Address line 3

Town/City

Burgess Hill

County

West Sussex

Country

United Kingdom

Postcode

RH15 9SL

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s)

Listed Building Consent (and Full Planning Permission) are sought for the like-for-like replacement of two existing timber vertical sliding sash windows serving Flat 5.

The replacement windows will be traditional timber vertical sliding sash units, designed to replicate the existing windows in terms of opening size, proportions, glazing pattern, sightlines and external detailing. The existing window openings will be retained, ensuring no alteration to the established façade composition or the building’s contribution to the surrounding streetscape.

The new windows will be manufactured in Accoya (acetylated timber) for durability and long-term stability and will be paint-finished externally to match the existing colour (white/off-white). They will be designed to be like-for-like in external appearance, including matching existing opening sizes, proportions and sightlines, glazing bar arrangement, and external detailing and profiles.

Heritage-appropriate glazing is proposed to improve weatherproofing and thermal performance while retaining a traditional sash appearance. Slim-profile double glazing (4–6–4) is proposed, carefully detailed to preserve slender glazing bars, traditional sightlines and external visual proportions.

No changes are proposed to surrounding masonry, structural elements, internal layout, or decorative features, and no alterations are proposed to the size, shape or position of the existing window openings. No change of use is proposed.

The works are intended to support the continued maintenance, weather-tightness and long-term conservation of the listed building while safeguarding its historic character, using appropriate traditional materials and methods in accordance with conservation best practice.

Has the development or work already been started without consent?

- ☐ Yes
- ☒ No

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- ☐ Don't know
- ☐ Grade I
- ☐ Grade II*
- ☒ Grade II

Is it an ecclesiastical building?

- ☐ Don't know
☐ Yes
☒ No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- ☐ Yes
☒ No

Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

- ☐ Yes
☒ No

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- ☐ Yes
☒ No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

- ☒ Yes
☐ No

If Yes, do the proposed works include

a) works to the interior of the building?

- ☐ Yes
☒ No

b) works to the exterior of the building?

- ☒ Yes
☐ No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- ☒ Yes
☐ No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- ☐ Yes
☒ No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

The proposed works relate solely to the replacement of two existing timber sash windows on the front and side elevations. No internal finishes or decorative features will be removed or altered. Existing and proposed window drawings and supporting photographs have been submitted to illustrate the location, extent and character of the works.

Materials

Does the proposed development require any materials to be used?

- ☒ Yes
☐ No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material) demolition excluded

Type:

Windows

Existing materials and finishes:

Painted timber vertical sliding sash windows of traditional box sash construction, with timber frames, sashes and slender 23 mm glazing bars, set within existing window reveals.

Proposed materials and finishes:

Painted timber vertical sliding sash windows of traditional box sash construction, with timber frames, sashes and slender 23 mm glazing bars, set within existing window reveals. Traditional timber to be manufactured in Accoya (acetylated timber) for durability and long-term stability. Paint-finished externally to match the existing colour (white/off-white). Designed to be like-for-like in external appearance, including matching:

- Existing opening sizes
- Proportions and sightlines
- Glazing bar arrangement
- External detailing and profiles
- Fitted with slim-profile double glazing (4–6–4), selected specifically to improve thermal performance while retaining a traditional sash appearance
- No changes are proposed to the surrounding masonry, structural elements, internal layout, or decorative features.

The works are intended to ensure the continued maintenance, weather-tightness and long-term conservation of the listed building, while safeguarding its historic character. The proposed replacement approach is minimal and sympathetic, as it retains the historic window pattern and avoids any alteration to the original openings or the external appearance of the building. The use of Accoya timber provides an appropriate high-quality material for listed building repair and replacement, offering improved resistance to decay and reducing the likelihood of future interventions. Overall, the proposal will preserve the building's architectural significance, with negligible visual impact on the listed building and no harm to the character or appearance of the surrounding area.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- ☒ Yes
☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Design, Access and Heritage Statement - Flat 5 Ace House; Indicative Existing and Proposed Window Plans - Flat 5, Ace House; Existing Window Photographs - Flat 5, Ace House

Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

- ☒ Yes
☐ No

If Yes, please provide details

The managing agents for the building (Jordan & Cook) served the requisite notices on all owners/freeholders and any persons with a legal interest in the building on 19 January 2026, in accordance with the ownership certificate requirements. The managing agents were unable to disclose individual names or contact details due to GDPR.

No responses have been received to date.

Please see proof of service in the attached document titled '19.01.26 – Confirmation of notice served'

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☒ Yes

☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

☐ The agent

☒ The applicant

☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☒ Yes

☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

PREAPP/0009/26

Date (must be pre-application submission)

26/01/2026

Details of the pre-application advice received

Pre-application advice was requested on 26 January 2026 and receipt confirmed on 30 January 2026; however, advice had not been received at the time of submission. The applicant remains open to amendments following officer feedback.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Ownership Certificates

Certificates under Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of **all** the land to which this application relates; **and** has the applicant been the sole owner for more than 21 days?

- ☐ Yes
- ☒ No

If No, can you give appropriate notice to all the other owners?

- ☒ Yes
- ☐ No

Certificate Of Ownership - Certificate B

I certify/The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which this application relates.

Name of Owner:

***** REDACTED *****

House name:

Flat 1, Ace House

Number:

1

Suffix:**Address line 1:**

1 Bridge Road

Address Line 2:**Town/City:**

Worthing

Postcode:

BN14 7BU

Date notice served (DD/MM/YYYY):

19/01/2026

Person Family Name:**Name of Owner:**

***** REDACTED *****

House name:

Flat 2, Ace House

Number:

2

Suffix:**Address line 1:**

Bridge Road

Address Line 2:**Town/City:**

Worthing

Postcode:

BN14 7BU

Date notice served (DD/MM/YYYY):

19/01/2026

Person Family Name:**Name of Owner:**

***** REDACTED *****

House name:

Flat 3, Ace House

Number:

3

Suffix:**Address line 1:**

1 Bridge Road

Address Line 2:**Town/City:**

Worthing

Postcode:

BN14 7BU

Date notice served (DD/MM/YYYY):

19/01/2026

Person Family Name:

Name of Owner:

***** REDACTED *****

House name:

Flat 4, Ace House

Number:

4

Suffix:

Address line 1:

1 Bridge Road

Address Line 2:

Town/City:

Worthing

Postcode:

BN14 7BU

Date notice served (DD/MM/YYYY):

19/01/2026

Person Family Name:

Name of Owner:

***** REDACTED *****

House name:

Flat 6, Ace House

Number:

6

Suffix:

Address line 1:

1 Bridge Road

Address Line 2:

Town/City:

Worthing

Postcode:

BN14 7BU

Date notice served (DD/MM/YYYY):

19/01/2026

Person Family Name:

Name of Owner:

***** REDACTED *****

House name:

Flat 7, Ace House

Number:

7

Suffix:

Address line 1:

1 Bridge Road

Address Line 2:

Town/City:

Worthing

Postcode:

BN14 7BU

Date notice served (DD/MM/YYYY):

19/01/2026

Person Family Name:

Person Role

☒ The Applicant

☐ The Agent

Title

Miss

First Name

Rowanne

Surname

Davies

Declaration Date

09/02/2026

☒ Declaration made

Declaration

I/We hereby apply for Listed building consent as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Rowanne Davies

Date

09/02/2026

Amendments Summary

Minor amendment to wording in the proposed materials section to clarify glazing specification (slim-profile double glazing). No changes to drawings, scope of works or overall proposal.